Frequently Asked Questions

1. What is an Information Collection?
Information collections are written or verbal reports, applications (forms), schedules, surveys (focus groups), questionnaires, reporting or recordkeeping requirements in any format and collected through any media. They may be Internal to Department of Defense (DoD), External (from members of the public), or Interagency (between Federal Agencies). For examples of licensed information collections visit the DoD Directive 8910.1 website listed on the back of this brochure.

2. Why do I have to license this requirement?
To comply with the requirements outlined in the Paperwork Reduction Act (PRA) of 1980; DoD Instruction 1100.13, Surveys of DoD Beneficiaries; DoDD 8910.1-M, Procedures for Management of Information Requirements; DoDI-7750.7 DoD Forms Management Program.

3. How long does the clearance process take?
The timeframes vary by process:
- Office of Management and Budget (OMB) Clearance—120 days
- Defense Manpower Data Center (DMDC) Review—30-60 days
- Report Control Symbol (RCS) —30 days
- Privacy Statement Review—7 days
- HA/TMA IRB Review & Approval—1-2 weeks
- Forms Review & Development—2-3 weeks

4. How will I know which process or processes to use?
If you think you have an information collection that may need to be licensed, the first thing you will need to do is contact the Information Management Control Officer (IMCO) listed on the back of this brochure. He/she will assist you in making that determination and identifying the correct processes and procedures. The IMCO will assist you throughout the process.

5. Who is responsible for reviewing, approving or denying my request?
Officials from TRICARE Management Activity (TMA), Washington Headquarters Services (WHS), Defense Manpower Data Center (DMDC), OMB and/or the General Services Administration (GSA).

6. What happens if I do not comply with the requirements?
Depending on the licensing authority, your information collection can be terminated. As well, the sponsoring activity can be reported through DoD to OMB for failure to comply with the PRA.

Action Office/Requestor Responsibilities

1. Pre-coordinate with the IMCO.

2. Serve as subject matter expert on the Information Collection.

3. Prepare all documentation for Review/Clearance (samples provided by IMCO)

   - Internal Collection – DMDC Checklist and SD 455/RCS

   - External Collection – OMB 83-I Package

   - Forms Clearance – DD67

   - TMA/IRB Review – All surveys and studies will require TMA IRB review. IMCO will facilitate the process with the appropriate offices.

4. Make changes as requested by the IMCO and/or other reviewing officials.

5. Obtain appropriate coordination on final submission packages.

6. Direct all questions and concerns to IMCO.

Information Management Control Officer Responsibilities

1. Pre-coordinate with the Action Office(AO).

2. Address questions, concerns, issues to WHS/DMDC/OMB/Privacy/IRB.

3. Obtain exemptions when feasible.

4. Provide formats and sample documentation for AO.

5. Facilitate meetings with AO, WHS, DMDC, OMB, IRB and the Office of the General Council (OGC) representatives as appropriate.

6. Provide continued guidance to AO.

7. Receive and provide initial review of documentation for information collections.

8. Forward documentation to appropriate agency reviewing officials.

9. Track correspondence, e-mail and documentation on collection items.

10. Keep the AO informed regarding status of actions.

11. Receive and address (where appropriate) questions, comments, approvals, and disapprovals on collection items.

12. Prepare agency response for the Information Collection Budget (ICB) and other related reports.

13. Notify the AO of follow-on requirements.

Reviewing Officials Responsibilities (WHS/DMDC/OMB)

1. Pre-coordinate/coordinate on requests with IMCO and AO when appropriate.

2. Review, process, approve, and/or disapprove information collections.

3. Grant exemptions from licensing requirements.

4. Track requests and provide status updates.

5. Maintain database of information collections.

6. Provide information and guidance for agency reporting requirements.

ACRONYMS

AO—Action Office (Requestor)

DD—Department of Defense (forms only)

DMDC—Defense Manpower Data Center

DoD—Department of Defense

HA—Health Affairs

ICB—Information Collection Budget

IMCO—Information Management Control Officer

IRB—Institutional Review Board

MHS—Military Health System

OGC—Office of the General Counsel

OMB—Office of Management and Budget

OASD—Office of the Assistant Secretary of Defense

PRA—Paperwork Reduction Act

RCS—Report Control Symbol

SD—Secretary of Defense

WHS—Washington Headquarters Services

Where to go for Additional Information

Paperwork Reduction Act

http://www.whitehouse.gov/omb/inforeg/infocoll.html#PRA

Management and Control of Information Requirements

http://west.dtic.mil/whs/directives/corres/html/89101l.htm

TRICARE MHS Survey Program

http://www.tricare.osd.mil/tricaresurveys/

Surveys of DoD Personnel

http://www.dtic.mil/whs/directives/corres/html/110013.htm

Forms

http://www.dtic.mil/whs/directives/corres/html/77507.htm

IRB

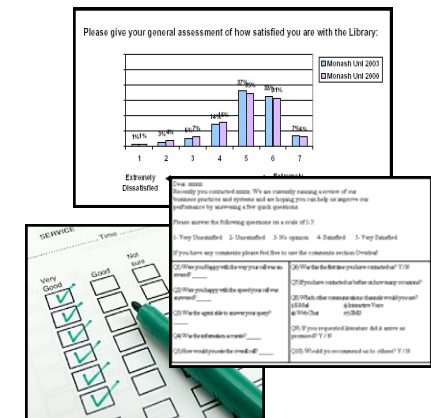http://www.dtic.mil/whs/directives/corres/html/32162.htm

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Department of Defense (DoD)

OASD(HA)/TMA

Information Collection/Survey Clearance Requirements

Roles and Responsibilities for Licensing Surveys and other Information Collections